



## Our Lady of Mercy College

Dear Applicant,

Thank you for your interest in joining Our Lady of Mercy College.

We are a vibrant Catholic school community, inspired by the tradition of the Mercy Sisters, and dedicated to delivering an engaging curriculum that meets the needs of every student. At Our Lady of Mercy College, we are committed to providing a holistic education that inspires learning, nurtures faith, and encourages students to embrace life. As part of our team, you will play a significant role in achieving our mission and upholding the values embodied in "The Mercy Way."

We strive to attract individuals who are passionate about fostering lifelong learning and contributing to a safe and nurturing environment for our students.

Included in this application package, you will find:

- **Position Information**
- **Duty Statement**
- **General Information for Applicants**

If you have any questions regarding the role, please do not hesitate to contact Ms Fiona May – Head of Learning Science, at (08) 9720 3300.

We look forward to considering your application.

Kind regards,

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**Mr Rob Crothers**  
**Principal**

Embracing Life | Nurturing Faith | Inspiring Learning

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## **Position Information**

### **Science Laboratory Technician**

Part-Time (0.52 FTE), Ongoing

#### **About us**

Our Lady of Mercy College is a nurturing, co-educational secondary institution, catering to students from Year 7 to Year 12. We provide an environment designed for academic excellence, spiritual growth, and holistic development. Nestled in peaceful surroundings, our campus offers engaging learning areas, expansive open spaces and sporting facilities, ensuring that students have the ideal setting to thrive academically, socially, and spiritually.

At Our Lady of Mercy College, the Catholic faith in the Mercy tradition is at the core of everything we do. We inspire our staff and students to embrace all facets of life, nurturing their spirituality and fostering deep learning. Through a focus on global competencies, we equip our students with the skills and knowledge needed to address real-world issues, preparing them to excel today and thrive tomorrow.

The Science Laboratory Technician will support the Senior Laboratory technician and the Science Department in preparing, maintaining, and organizing equipment and materials for all science classes. Key responsibilities include managing lab stock, overseeing the safe handling of chemicals, maintaining lab cleanliness, and assisting with classroom experiments and demonstrations.

#### **Success Criteria**

The successful applicant will demonstrate:

- Experience in a similar role would be beneficial.
- The ability to remain calm and focused, making effective decisions and adapting quickly in real-time situations.
- Excellent time management and organisational skills, with the ability to prioritise tasks effectively.
- Strong interpersonal skills, with the ability to work independently and within a team.
- A willingness to attend Professional Development workshops related to chemical safety and laboratory best practices.

Essential Requirements:

- Certificate IV in Laboratory Techniques / Diploma of Applied Science or equivalent.
- Experience with hazardous substances and chemical safety.
- Understanding of Occupational Health and Safety (OHS) requirements.
- Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain at the time of appointment.
- Have a current Working with Children Check (WWCC) or willingness to obtain at the time of appointment.
- Current First Aid Certificate (to be obtained if not held)
- On appointment completion of Mandatory Reporting Training.
- On appointment completion of Staff Code of Conduct Training.
- Have completed, working towards, or be willing to work towards, 'Accreditation to Work in a Catholic School.' Additional information can be found here: CEWA Limited Accreditation Framework



### **Conditions and Salary**

- Hours: Three days per week (negotiable), 8:00 am – 4:00 pm
- FTE: 0.52% (term time only)
- Duration: 40 weeks per year
- Some after work hours may be required from time to time
- Salary Package: \$67,948 - \$74,407 (full-time equivalent), subject to experience and relevant qualifications

Please click [here](#) to view the Salary Schedule.

Please click [here](#) to view the current Catholic Education (CEWA) Non-Teaching Staff Enterprise Bargaining Agreement (EBA).

**Applications close at 4pm (AWST) on Monday, 18 November 2024.**



## **Duty Statement**

### **Science Laboratory Technician**

The Science Laboratory Technician will support the Senior Laboratory technician and the Science Department in preparing, maintaining, and organizing equipment and materials for all science classes. Key responsibilities include managing lab stock, overseeing the safe handling of chemicals, maintaining lab cleanliness, and assisting with classroom experiments and demonstrations.

The Laboratory Technician has direct responsibility to:

- Source, prepare, and organize materials for science lessons.
- Maintain and manage laboratory equipment, stock, and general lab cleanliness.
- Follow health and safety procedures, including managing hazardous substances and keeping updated records such as SDS, risk assessments, and incident reports.
- Assist with student experiments, setup of class demonstrations, and occasionally support excursions and incursions.
- Collaborate with the Head of Science, Senior Lab Technician, and teaching staff to ensure smooth lab operations.

#### **After Hours Requirements:**

Participation in College events as required or as specified by the Principal.

#### **Essential Skills**

- A Catholic background or the ability to demonstrate empathy with the Catholic ethos of the College.
- Proven experience in a similar role.
- Strong written and verbal communication skills.
- Initiative and flexibility, with the ability to work both independently and collaboratively within a team environment.



## General Information for Applicants

We are dedicated to providing a nurturing, faith-based educational environment and are looking for individuals who are fully supportive of the objectives and ethos of Catholic education. As part of your role, you will be expected to participate in co-curricular activities as part of your general duties.

### Essential Requirements:

- All applicants must have a current Working with Children Check (WWC).
- Applicants for teaching positions must hold a relevant degree and be eligible for registration with the Teacher Registration Board of Western Australia (TRBWA). To apply for a position at Our Lady of Mercy College, your application must include the following:

#### 1. Cover Letter

- Clearly state the position you are applying for.
- Highlight your skills, knowledge, and experience relevant to the role.
- Limit your cover letter to one (1) page.

#### 2. Current Curriculum Vitae

The Curriculum Vitae should include, where relevant:

- Qualifications
- Employment History
- Relevant Professional Learning
- Reference to any Accreditation held within the Catholic sector
- Extra-Curricular Qualifications and/or experience
- Parish/Community involvement
- Membership of Professional Associations
- References: Contact details of two (2) professional referees, one of whom should be your current employer. If applicable, include a Parish Priest or Minister as a referee.

#### 3. Copies of any Requested Information

Please include copies of the following, where applicable:

- Nationally Coordinated Criminal History Check (NCCHC) or willingness to obtain it upon appointment.
- Working with Children Check (WWCC) or willingness to obtain it upon appointment.
- CEWA Accreditation to Work or willingness to work towards it upon appointment.
- Relevant Qualifications.

Applications are to be addressed to The Principal, Mr Rob Crothers and submitted via email to [humanresources@olmca.wa.edu.au](mailto:humanresources@olmca.wa.edu.au)

Further information can be obtained by contacting Ms Fiona May, Head of Science on (08) 9720 3300.